

<b>TEDS (Technical Education Database System) <span style="color: red;">TEMPORARY</span> Access</b>
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**Attendance at TEDS Mini-Session Required Prior to Receipt of TEMPORARY access to TEDS**

**Attendance at a full training session as scheduled by the TEDS State Coordinator is required to maintain access**

Please use the attached form to request the assignment of a UserID for **TEMPORARY access** to work with the web browser-based Technical Education Database System (TEDS). The form should be printed, completed and signed by the person to whom the userid will be assigned. The supervisor of the staff person must also sign and date the request.

- **TEMPORARY Access** is granted ONLY when mini-sessions have been scheduled by the TEDS State Coordinator.
- Each person who is qualified to attend a mini-session to gain temporary access to the data in the TEDS database must be assigned his/her own unique userid. Sharing of UserIDs is not allowed.
- Allow at least a week for the userid to be assigned. Be sure to retain a copy of the signed form for school records.
- Please provide all requested data. Do not leave any field blank. Missing information could cause a delay in setting up the userid and assigning the correct access. Instructions for completing each field are provided on the following page.
- All information provided will be used to assign **TEMPORARY access** to the TEDS database and will not be shared with any other person or agency.

Email, mail or fax the completed form to  
 Claude Christian  
 Career and Technical Education  
 500 Mero Street, 20<sup>th</sup> Floor Capital Plaza Tower  
 Frankfort, KY 40601  
[claudio.christian@education.ky.gov](mailto:claudio.christian@education.ky.gov)  
 Fax: (502) 564-2241

The staff person will be notified by email when **TEMPORARY access** has been approved. The UserID and default password will be provided to the user during the mini-session. The staff person will be asked to set his/her own unique password at that time.

**Any questions or problems concerning UserIDs may be directed to Claude Christian by phone at (502) 564-4286 or by email at [Claude.Christian@education.ky.gov](mailto:Claude.Christian@education.ky.gov). Name is listed on the state global address book.**

<b>INSTRUCTIONS FOR COMPLETING A USERID REQUEST FORM</b>
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The information requested must be provided for the person to whom the userid will be assigned. Please fill out a separate form for each requested userid.

**LAST NAME, FIRST NAME, INITIAL:** This should be the person's **legal** name. Please do not use nicknames. Be sure to provide the middle initial.

**Last four digits of SSN:** Indicates the staff person's last 4-digits of their Social Security number. It is required. A userid will not be assigned without the four digits.

**LOCATION:** Please provide the location of the staff person's workstation. A school name/office name and city location will be sufficient information. If more room is needed, please continue the list on another page and attach it to the form.

**POSITION:** Please provide the name of the staff person's position or their work title.

**SCHOOL OR DISTRICT:** If the staff will be entering data for an individual school or schools, please list the full name of the school(s) **ONLY**. It is not necessary to list the district name.

If the staff person will be entering data for all the schools in a particular district, list the name of the district and indicate that it is a district name.

**NOTE:** Do not list the feeder schools that send students to your institution. The staff person will have access to the student data for each institution on his/her individual list. Staff will not be given access to schools from another agency.

**SIGNATURE OF USER/DATE:** The staff person for whom the userid is being requested must sign and date the form.

**SIGNATURE OF SUPERVISOR/DATE:** The supervisor for the staff person must sign and date the form.

**FORMS WILL NOT BE PROCESSED IF EITHER SIGNATURE IS MISSING**

**OFFICE USE ONLY**

Train Date: \_\_\_\_\_

**KENTUCKY DEPARTMENT OF EDUCATION  
CAREER AND TECHNICAL EDUCATION****REQUEST FOR NEW USERID and TEMPORARY TEDS ACCESS****SPRING 2016****Attendance at TEDS Mini-Session Required Prior to Receipt of TEMPORARY access to TEDS**Please assign a New UserID for Technical Education Database System (TEDS) **TEMPORARY** access to:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Last four digits of SSN: \_\_\_\_\_ Location: \_\_\_\_\_ Position: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**This person will be granted access until August 31, 2016 to enter and/or update TEDS data and print reports****Attendance at a FULL training session is required to maintain access**This staff person will need access to data for the following schools or district. Attach an extra sheet if more room is needed. **Do not list feeder schools.**

<b>SCHOOL</b> <i>(list full name of individual schools)</i>	<b>DISTRICT</b> <i>(only if entering data for entire district)</i>

I understand that access to the TEDS database is **TEMPORARY**. Access will be granted until **AUGUST 31, 2016**.

I understand that I am required to attend a full training session as scheduled by the TEDS State Coordinator in order to maintain access.

I understand that assignment of a UserID may allow access to confidential information and/or records so that I may perform my specific job duties. I further understand and agree that I am not to disclose confidential information and/or records without the prior written consent of the appropriate authority(s) in the Cabinet for Workforce Development, Department for Technical Education.

I understand that all UserID/passwords to access computer data are issued on an individual basis and that I am solely responsible for all information obtained using my unique identification. At no time will I allow use of my UserID/password by any other person.

I understand that accessing or releasing confidential information and/or records on myself, other individuals or clients, constitutes a violation of this agreement and may result in disciplinary action taken against me up to and including dismissal and/or prosecution as provided by state or federal law. Complete information concerning unlawful access to a computer, confidential treatment of reports and records and the penalties for misuse of the information can be found in the KRS 434.840 through 434.860, KRS160.700 through 160.730 and 20 USC §1232g and 5 USC §552a.

By requesting assignment of a UserID to access the TEDS database I agree to abide by the relevant laws, regulations and policies concerning access, use, maintenance and disclosure of confidential information and/or records which shall be made available to me through assignment of said UserID. I further agree that I am responsible for the confidentiality of all information that has been issued to me in confidence.

\_\_\_\_\_  
User's Signature / Date\_\_\_\_\_  
Supervisor's Signature / Date**FORMS WILL NOT BE PROCESSED IF EITHER SIGNATURE IS MISSING**